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DDS&T-3113-68

8 August 1968

MEMORANDUM FOR: Executive Officer, OCS  
Executive Officer, OEL  
Executive Officer, ORD  
Executive Officer, OSI  
Executive Officer, OSA  
Executive Officer, OSP  
Executive Officer, FMSAC

THROUGH : Executive Officer, DDS&T

SUBJECT : Agency Regulations: Statement of DDS&T  
Missions and Functions

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1. Agency Regulations which define the organization (chart), mission and functions of DDS&T and its principal offices have not been revised since 27 March 1964. As of that date statements of missions and functions for OCS, ORD and FMSAC were "to be published in the near future." OSP had not, as of that date, been established.

2. In view of the preparation of a new official Records Retention Plan by the CIA Records Officer, this Directorate has been tasked to provide a current statement of Directorate activities at the earliest practicable date.

3. It is accordingly requested that each office either prepare or update its statement of missions and functions for inclusion in Headquarters Regulations. If finished, accurate organization charts are not available rough sketches will suffice. Information on the Office of the Deputy Director will be prepared in this office.

4. It is further requested that the foregoing information be submitted by COB Friday, 16 August 1968.

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Chief, Intelligence Liaison Support Staff  
DDS&T

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Excluded from automatic  
downgrading and  
declassification

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Next 1 Page(s) In Document Exempt

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